

CONFIDENTIAL

Copy file
1 August 1956
DATE

MEMORANDUM FOR: Chief, Office or Division
ATTENTION : Administrative Officer
FROM : Acting Chief, Accounts Branch, Finance Division
SUBJECT : Detail Listing of Account 144.1 - Advances to Employees
as at 19 July 1956

1. Attached is an IBM listing representing, in detail, amounts due from or to employees assigned to your Division or Office, either at Headquarters or in the field. Financial transactions processed and recorded by the Finance Division include business through 19 July 56. Due consideration should be given accountings or refunds submitted by employees during the period 1 - 19 July 56 which may have been in process but not as yet recorded on this listing.

2. Each attached account has been stamped "delinquent" when the "due date", established for defining the accountable date, appears as June 56 or prior thereto. Consider that an account may be delinquent in part or in total.

3. Portions of the attached listing applicable to employees stationed in the field are transmitted for your information. Finance Division expedites the clearance of these accounts by:

a. Transferring to the field those accounts applicable to employees at Class "A" field stations.

b. Initiating correspondence to the field relative to accounts applicable to employees at Class "B" field stations.

4. Due dates appearing as "999" indicate payroll deductions or voluntary refunds being made for or by affected employees. Due dates appearing as "888" indicate accounts undergoing staff study subsequent to resolution.

5. It should be recognized that in certain instances credit balances appear as the result of accountings being processed prior to the receipt of transfer authorizations from Class "A" Stations or accountings from Class "B" Stations.

6. Your attention is directed to those accounts stamped "delinquent", particularly to those accounts which are more than 90 days delinquent. It is this latter category that our mutual efforts should be concentrated to secure immediate accountings or refunds.

S E C R E T

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7. Please notify Finance Division, Accounts Branch, promptly of any discrepancies, division changes, due date changes and the current status of delinquent accounts.

8. Your continuing cooperation is most appreciated and enables Finance Division to constantly reduce and effectively control the number of "delinquent" accounts.

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Attachments
Detail Listings



S E C R E T

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

attachment